



**WORKING WITH YOUR FOOD SAFETY PLAN  
JUNE 2016**

# SCHOOL FOOD SAFETY NEWS

## School Lunches Causing Illness

by Knight Magazine/The Washington Post  
April 4, 2010

The beef and poultry served to 27 million school-age children in the United States every day could not be sold or given away unless the meat were clean and safe. Or could it? The U.S. Department of Agriculture, or USDA, which puts its red, white and blue stamp of approval on meat products at the seal of federal approval, is letting down its guard, according to a recent report by...

Nearly 20 percent of the food in 1997 and 1998 (the most recent years for which data is available) was affected by the cost of the program, reports the USDA. The USDA says that 506,000 pounds of strawberries, 506,000 pounds of protein patties, and...

## School food bar blamed in E. coli outbreak

Posted: Saturday, November 11, 2000

By The Associated Press

WAUKESHA, Wis. — A child who was seriously ill but went to school anyway apparently contaminated self-service food bar, resulting in an E. coli outbreak that sickened more than 30 youngsters, officials said.

The student, ill with diarrhea, apparently contaminated food unknowingly three weeks ago at Bethesda Elementary School and was later determined to be infected with E. coli, said Donita Croft, an...

## How Safe Are School Lunches?

By ABC NEWS  
Nov. 7

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28  
SHARES

No one ever confused school lunch with a gourmet meal. But you'd think parents could count on their children getting safe, nutritious food.

In Primetime producers went on surprise inspections of school lunches, however, they found stomach-turning details never get to see: dead rodents just being prepared, roaches crawling in the washers that don't clean at temperatures where...

SCHOOL LUNCHES MADE THIS CHILD SICK



## Food Safety News

Breaking news for everyone's consumption

Home Foodborne Illness Outbreaks Food Recalls Food Politics Events Subscribe About

Report Reveals Source of Foodborne Illness Outbreak at Iowa High School

BY NEWS DESK / NOVEMBER 6, 2015

A recent outbreak of foodborne illness following a catered staff luncheon at Roosevelt High School in Des Moines, IA, sickened at least 58 people and canceled classes for the rest of the day on Oct. 22. A subsequent investigation by state and county health officials, summarized in a report released Wednesday, Nov. 4, 2015, found that meat served at the luncheon was contaminated with *Clostridium perfringens*. The meat was reportedly purchased and brought in to be served to staff members at the school luncheon, although officials would not reveal the type of meat nor its source, quoting state regulations.

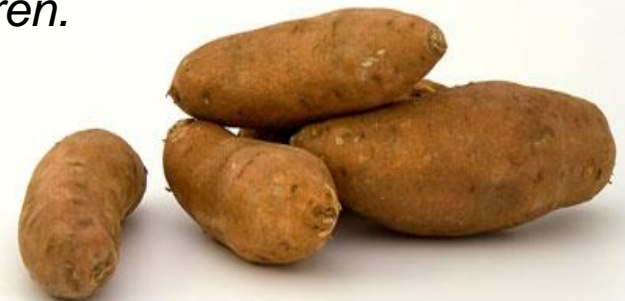




## SCHOOL NUTRITION PROGRAMS

### ***Mission:***

*To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.*





“An ounce of prevention is worth a pound of cure.” — Benjamin Franklin



# Course Content



- Food Code
- Review of Basic Food Safety Principles
- The Food Safety Inspection
- USDA Food Safety Regulations
- The Food Safety Plan and Annual Review
- Administrative Review Process pertaining to food safety

# Lets Talk Food Code



Food Safety Regulations by County FY2015



<http://www.fda.gov>



# Food Code

**U.S. Public Health Service**



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# 2013

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service • Food and Drug Administration

College Park, MD 20740

# TCS Foods



- Replaces Potentially Hazardous Food (PHF)
- Refers to a food that requires time as well as temperature control to ensure food safety
- Now includes cut tomatoes
- Now includes cut leafy greens:
  - Lettuce
  - Cabbage
  - Kale (but not herbs and spices)





# A Person In Charge



- **A person in charge** must be at the food establishment when it is open and must understand and train employees:
  - On the eight major food allergens
  - On approved procedures/plans that are in place or that are required
  - When to remove employees from working with food or from the food establishment due to illness and when to report illness to a regulatory authority

# Other Helpful Information



- **Hand washing** – not allowed in pre-wash sinks for new, extensively remodeled, or change of operator food establishments
- **Bare hand contact** – requires prior approval if employees contact exposed, ready to eat food with bare hands. If no approval must use suitable utensils, deli paper or gloves.
- **Sanitizers** – must be used in accordance with EPA label use instructions/Updates for chlorine & iodine solutions
- **Hand Drying** – new option includes a heat-air hand drying device or hand dryer that uses an air-knife system at ambient (room temperature  $\pm 73$  °F.) temperatures.
- **Mop water** – No disposal allowed in toilets/urinals.

# Sharing Tables



- Share tables are tables or stations where children may return whole food or beverage items they choose not to eat, if it is in compliance with local and State health and food safety codes.
- Schools must work with local sanitarians to ensure compliance.
- Standard operating procedure must be developed and implemented.
- Refer to USDA Memo Code: SP 41-2016 for guidance on share tables.

# Time as a Public Health Control



- With written procedures approved by regulatory authority who conducts food safety inspections for designated TCS food (milk), location (garden bar) or site (satellite)
- Allows TCS food at temperature of 41° F. or lower OR at 135°F. or warmer to be out of temperature controls for 4 hours/must discard
- Allows TCS food at 41°F. to be out of temperature control up to 6 hours if temperature  $\leq 70^{\circ}$  F. so temperature monitoring is required
- No leftovers, No exceptions

# Salad/Garden Bars Resources



- Safe Use of Salad Bars in Schools  
[http://www.cdc.gov/nccdphp/dnpao/state-local-programs/pdf/promoting\\_supporting\\_school\\_saladbars.pdf.pdf](http://www.cdc.gov/nccdphp/dnpao/state-local-programs/pdf/promoting_supporting_school_saladbars.pdf.pdf)
- Salad Bars in the National School Lunch Program, 3/27/13, SP 31-2013, USDA Guidance Memo  
<http://www.azed.gov/health-nutrition/files/2012/08/sp31-2013os.pdf>
- School Garden and Farm to School webpage  
<http://www.azed.gov/health-nutrition/school-gardens/>



# Toss or Safe to Reuse “Garden Bar”



Romaine Lettuce  
Diced Cucumbers  
Chopped Kale  
Garbanzo beans

Shredded Carrots  
Cherry Tomatoes  
Canned Pears  
Choice of Dressings

9/9/2016

# Review of Food Safety Basics



# Proper Food Storage



- Food items 6 inches off floor in all storage areas
- Chemicals stored to prevent accidental or intentional contamination/dangerous interactions



# Date Marking



	If...	Then...
School Recipe Chicken Salad	Prepared on site and held >24 hours	@41°F for ≤ 7 days
Purchased Chicken Salad	Commercial Container Opened	@41°F for ≤ 7 days
Cooked Chicken Used for Salad	Previously Prepared RTE PHF/TCS or Opened Commercial Container	@41°F for ≤ 7 days* removed from freezer

# Holding, Cooking, Serving Temperatures



- Heat food to proper internal temperatures
- Hold food at proper temperatures
- Minimize time in Temperature Danger Zone
- Re-heat foods properly
- Record temperatures



# Handwashing

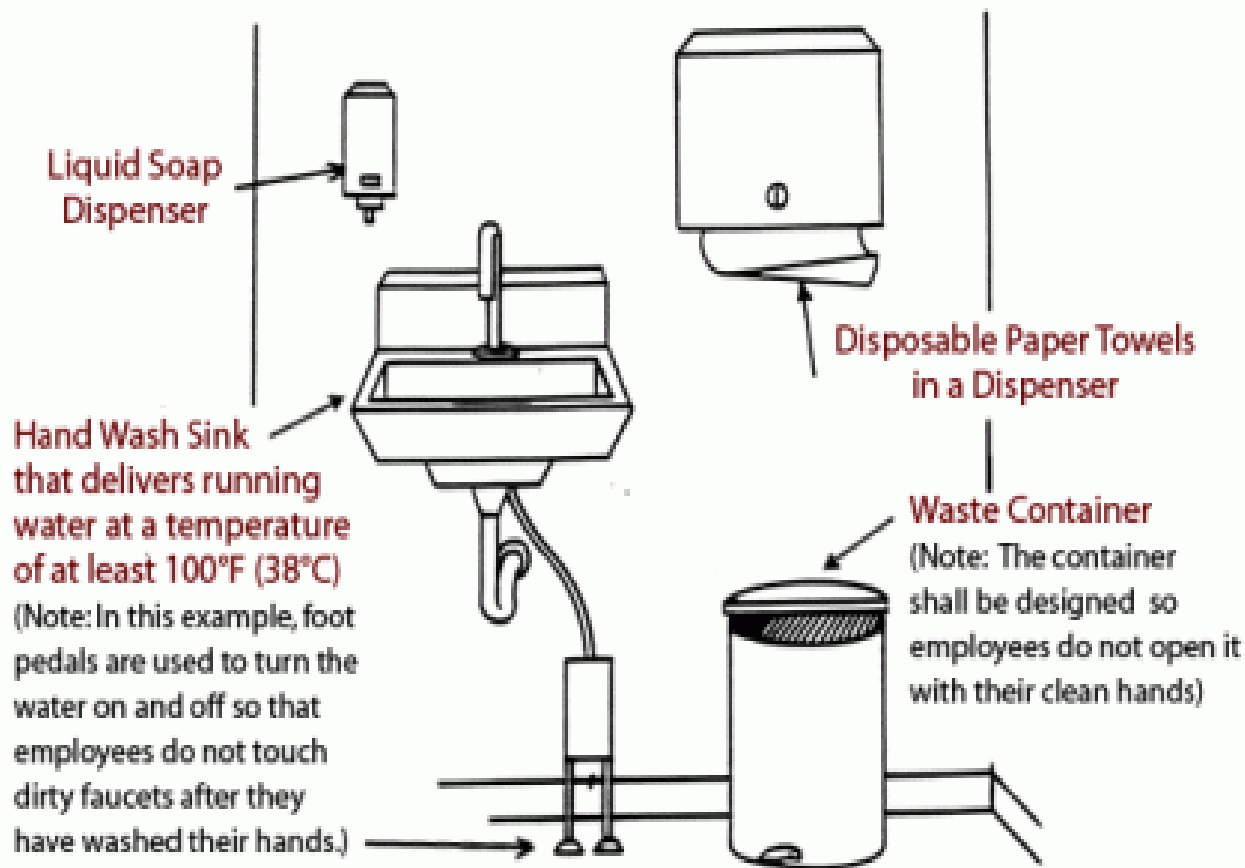


Handwashing is the single most effective means of preventing the spread of bacteria and viruses, that can cause infections and food borne illness

- How to wash
- When to wash
- Glove use



# What is missing?





***NOTICE***

**EMPLOYEES  
MUST WASH  
HANDS BEFORE  
RETURNING  
TO WORK**



# Pop Quiz



Hands should be washed with water and soap for at least:

- ☐ 5 seconds
- ☐ 20 seconds

# Disposable Gloves



- Do not reuse
- Properly dispensed to prevent contamination
- Check for tears or damage & proper fit
- Wash and dry hands before putting on new gloves and after removing gloves
- Change gloves when changing activity or moving to a different workstation, or whenever gloves are contaminated
- Never wash hands with gloves on
- Replace gloves after sneezing, coughing, or touching hair or face



# Proper Cooling



Why is it important?

# Cooling Chili from 135°F



2-inch Pan Walk-in	Average was 7:20 hours
4-inch Pan Walk-in	Average was 11:33 hours
3 gallons Walk-in	Average was 24:17 hours
3 gallons Chill Stick	Average was 6:10 hours

Note Food Code Requirement: Cool from 135°F to 70°F in 2 hours and 70°F to 41°F in 4 hours

# Cooling Chili from 135°F to 70°F



2-inch Pan Walk-in	Average was 2:23 hours
4-inch Pan Walk-in	Average was 3:53 hours
3 gallons Walk-in	Average was 8:00 hours
3 gallons Chill Stick	Average was 2:10 hours
Note Food Code Requirement: Cool from 135°F to 70°F in 2 hours	

# Cooling Chili from 70°F to 41°F



2-inch Pan Walk-in	Average was 4:57 hours
4-inch Pan Walk-in	Average was 7:40 hours
3 gallons Walk-in	Average was 16:17 hours
3 gallons Chill Stick	Average was 4:00 hours
Note Food Code Requirement: Cool from 70°F to 41°F in 4 hours	

# Cooling



- Limit the items in process 3 to minimize the risks and efforts involved to proper cool
  - Using fully-cooked items (beef crumbles)
- Consider ways to quickly cool
  - Adding ice as ingredient
  - Pre-freeze sheet pans for cooling leftover patties
- Invest appropriate equipment & devices if cooling

# Cooling Devices



- Ice paddles



- Blast chillers

# Grant Opportunities



## NSLP Equipment Grant 2016

Round 3

Fuel Up to Play 60 Equipment Grant Now Open!

Round 2- Closed

Round 1- Closed

**A third round of the NSLP Equipment Grant will be available for applications from July 5, 2016 – August 31, 2016!**

The grant is available for the purchase of capital kitchen equipment with a value greater than \$5000 per the CFR definition as follows:



# Sanitizing Solutions



- Use correct concentrations and test strips for:
  - Chlorine
  - QUAT
  - Iodine
- Follow 5 step process for food contact surfaces (pre-wash or scrape, wash, rinse, sanitize and air dry)
- Store wiping cloths in solution during operation

# Self-service or Seconds



“Self-service consumers may not be allowed to use soiled tableware, including single-service articles, to obtain additional food from the display or serving equipment.”





gg58305514 www.gograph.com

# Food Safety Inspection



# Food Safety Inspections



- Develop good working relationship with environmental health specialist who does inspections/use as resource
- Correct non-compliance findings ASAP



# Common Violations Cited



- Time as a Public Health Control
- Broken or faulty equipment
- Improper storage of food (not 6" off floor or labeled properly)
- Improper thawing and washing of fruits and vegetables
- Improper holding, cooking or serving temperatures
- Improper or lack of hand washing/hand washing stations
- Food production/serving staff wearing jewelry
- Improper glove use
- Sanitizer concentration not met/steps for sanitizing food contact surfaces not followed
- Wiping cloths not stored in solution when not in use
- Spray bottles with cleaners not labeled

# Toss or Safe to Reuse – Milk Held on Serving Line



#1



#2



#3

9/9/2016



# Food Safety Requirements for Schools



# Purpose of School Food Safety Requirements



Ensure the delivery of safe foods to children in school meal programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service – USDA Guidance



# USDA Food Safety Requirements



## SFAs Participating in NSLP or SBP

1. Two annual food safety inspections
2. Post most recent inspection
3. Report number of inspections
4. Develop and implement food safety plan based on HACCP principles

# Food Safety Requirement



## # 1

Request two food safety inspections annually from the state or local governmental agency responsible for food safety inspections for each school participating in the school lunch and/or breakfast program

[illegible]

# Food Safety Requirement



## # 3

Report annually the number of food safety inspections conducted at each site to School Nutrition Team.

# Site Application



Zip:	85210 - 1096
<b>4. General Information</b>	
Program Beginning Date:	August 12, 2015
Program Ending Date:	May 26, 2016
Weekly Days of Operation:	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues
Classification of Site:	Regular School
Site Administration:	Site is a Legal Entity of the Spo
Type of Food Service:	Satellite Kitchen
Name of Caterer:	
Grades Served at Site:	<input type="checkbox"/> UG <input type="checkbox"/> HSt <input type="checkbox"/> PK <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
How many Food Safety Inspections were conducted at this site during the previous program year?	More than 2
<b>5. Site-Level Supporting Data for Site Eligibility</b>	
Free Lunches Served During 2013 - 2014	35424 *
Reduced-Price Lunches Served During 2013 - 2014	7957 *

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# Food Safety Regulation



## # 4

Implement a food safety program based on Hazardous Analysis Critical Control Point (HACCP) principles, per [USDA Guidance for School Authorities](#).

- Must cover all federal programs in SFA:
  - ✓ National School Lunch
  - ✓ School Breakfast
  - ✓ Afterschool Snack
  - ✓ Fresh Fruit & Vegetable
  - ✓ Supper
  - ✓ Special Milk



# HACCP



## Hazard Analysis Critical Control Point

Written plan based on 7 principles

1. Conduct an analysis
2. Determine the Critical Control Point CCP
3. Establish Limits
4. Monitor
5. Corrective Action
6. Verification
7. Record Keeping



# ***Review***

## **Q & A**



# Food Safety Requirements for Schools



## The Food Safety Plan and Annual Review

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# Food Safety Plan Considerations



- Time Involvement
- Simplicity
  - Make changes in operation to make that possible
    - Batch cooking to minimize holding
    - Purchase /order fully cooked meat items
    - Limit number of process 3 by eliminating cooling step
- Specific to food service operation
- Obtain support and recognition from administration & others
- Involvement & input from staff and person who conducts inspections
- Continuous Improvement

# Food Safety Plan Development



Checklist based on USDA Guidance

1. Develop description of site/equipment inventory
2. Categorize menu items as process 1,2,3
3. Identify critical control points, control measures and critical limits for items in each process
4. Adapt existing/develop SOPs for operation
5. Specify corrective action procedures
6. Specify record keeping procedures and monitoring documentation
7. Employee training program and documentation
8. Review and Revise plan

# Food Safety Plan



- Every serving site
- Site specific
  - Description
    - Type of operation, equipment, programs, staffing
  - Standard Operating Procedures (SOPs)

# Help for Developing Food Safety Plan



## Food Safety Plan

Based On Process Approach to Hazard Analysis Critical Control Point (HACCP)  
Process 1, 2, and 3 Menu Items

**for**

Sponsor Name:

**School/Facility:**

***Prototype for Arizona Schools***



**Instructions for use:** The template was developed for schools to meet USDA requirements for participation in the National School Lunch and School Breakfast Program. It must be

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# Food Safety Plan Components



## Food Safety Plan

This food safety plan is based on **USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles** (June 2005).

### Description of this School Facility

1. Name of School Sponsor: \_\_\_\_\_
2. Name of Serving Site: \_\_\_\_\_
3. Name of Person in Charge at this site: \_\_\_\_\_ Title: \_\_\_\_\_
4. Type of Site:
  - ☐ Production Kitchen
  - ☐ Satellite with no on-site food preparation - food delivered to site is ready-to-serve and any leftovers are discarded.
  - ☐ Satellite with very limited food preparation - Describe: \_\_\_\_\_
  - ☐ Satellite with extensive meal preparation and assembly of menu items - Describe: \_\_\_\_\_
5. Number of daily meals served/Location of meal service:
  - Breakfast: \_\_\_\_\_ Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations: \_\_\_\_\_
  - Afterschool Care Snacks: \_\_\_\_\_ Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ Other list locations: \_\_\_\_\_
  - Lunch: \_\_\_\_\_ Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations: \_\_\_\_\_
  - Supper: \_\_\_\_\_ Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations: \_\_\_\_\_
  - Federal Special Milk Program: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ Other list locations: \_\_\_\_\_
6. Other food sales Check all that apply: ☐ A la Carte sales ☐ In-House Catering for events  
☐ Outside Catering for take-home sales and/or events open to public  
specify \_\_\_\_\_
7. Number of food service employees/volunteers working at this site:
  - \_\_\_\_\_ Full time employee's \_\_\_\_\_ Part-time employees
  - \_\_\_\_\_ Adult volunteers \_\_\_\_\_ Student workers



## Foodservice Equipment Inventory For Food Safety Plan



**Directions:** Use this form to list the equipment items and number of items at the food service site. Complete a separate inventory for each serving site. Keep completed form with the site's food safety plan.

Type	Quantity
Mixer	_____
Food Processor	_____
Walk-In Freezer	_____
Reach-In Refrigerators	_____
Walk-In Cooler	_____
Convection Ovens	_____
Combination Ovens	_____
Microwave	_____
Steamer	_____
Steam Jacketed Kettle	_____
Milk Coolers	_____
Heated Holding Cabinets	_____
Can Opener	_____
Carts (metal)	_____
Carts (plastic)	_____
Heated Serving Units	_____
Tilting Braising Skillet	_____
Slicer	_____
VCM	_____
Dishmachine	_____
Handwashing Sinks	_____
Clothes Washer	_____
Clothes Dryer	_____
Other: List below:	_____

# Food Safety Plan Elements



## Menu Items Categorized on Chart

- Composite list
- Designate TCS food with “\*”
- Include breakfast, lunch and a la Carte menu items

Specify control measures that apply to TCS foods in the category



# Process Approach to HACCP



Group items according to number of times the food goes through the “danger zone” :

- Process #1 – No Cook
  - Menu item is not in the danger zone
- Process #2 – Same Day Service
  - Menu item takes one trip through danger zone
- Process #3 – Complex Food Preparation
  - The menu item goes through *both* heating and cooling, taking two or more trips through the danger zone – Reheat is the 3<sup>rd</sup> trip

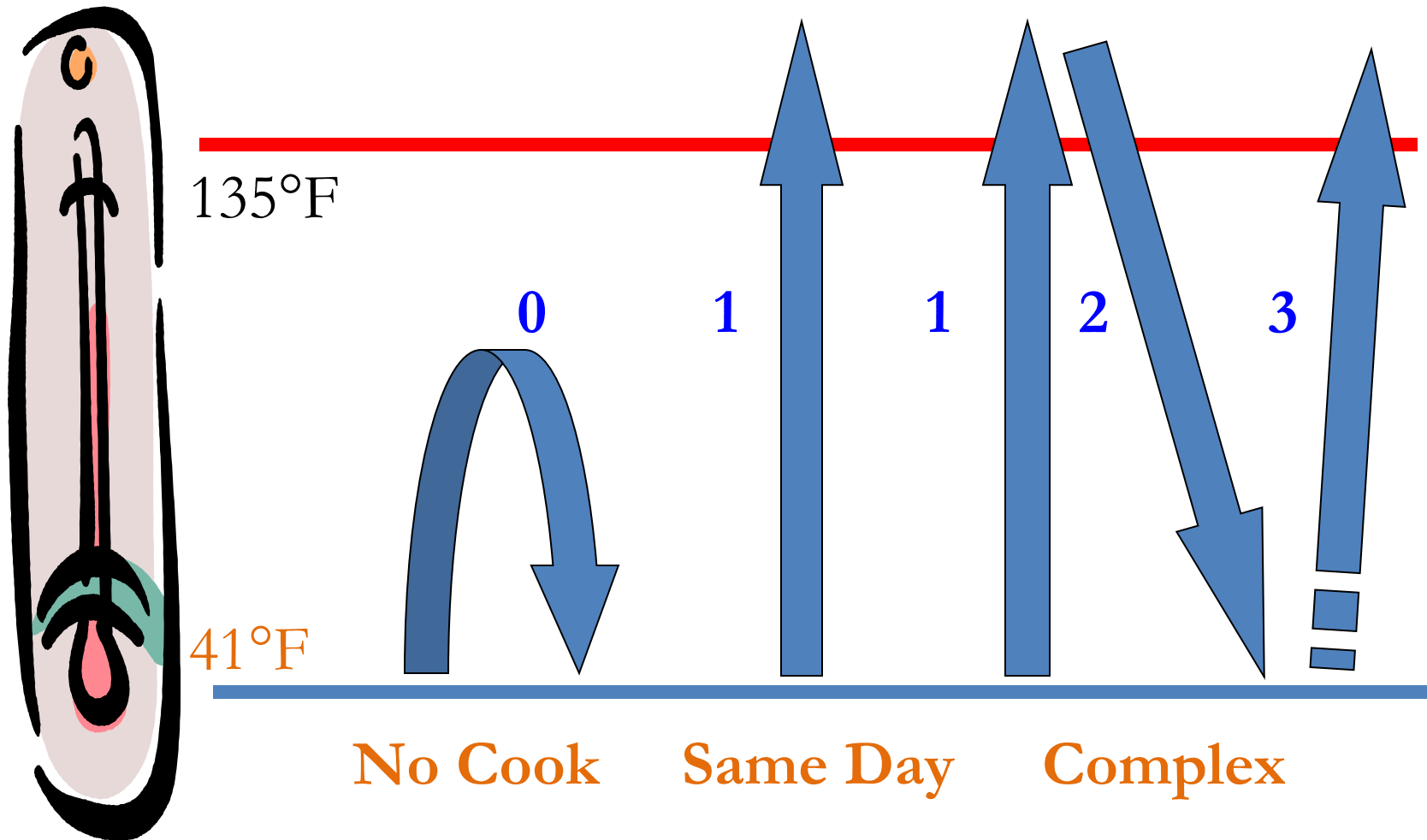
# Pop Quiz



What is the temperature danger zone?

- ☐ 41°F and 140°F
- ☐ 35°F and 140°F
- ☐ 41°F. and 135°F.

# Trips through the Danger Zone



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# Process #1 – No Cook



Receiving → Store → Prepare → Hold → Serve

Sub Sandwich with Ready to Eat Ingredients



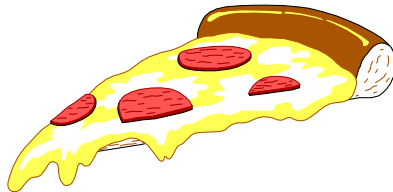
# Process #2 – Same Day Service



Receiving → Store → Prepare → **Cook** →  
Hold → Serve

Menu items made from canned, packaged, frozen, raw ingredients that involve a cook step:

- Heated canned or frozen vegetables
- Pizza
- Fully cooked chicken products





# Process# 3 – Complex Food



Receiving → Store → Prepare → **Cook** →  
**Cool** → **Reheat** → Hold → Serve

- Menu items with preparation steps which may require cooling and reheating prior to being served
  - Spaghetti Meat Sauce
  - Turkey and Gravy
  - Hard boiled eggs
  - Heated Leftovers



# Likely Hazards and Controls



- Process 1
  - Example: dairy products
  - Example: bakery products
- Process 2
  - Example: chicken patty
  - Example: heated canned vegetables
- Process 3
  - Example: Chili prepared in advance
  - Example: Leftovers

# Categorizing Activity



<b>Hamburger on WGR Bun</b>	<b>Hot Ham &amp; Cheese on WGR Bread</b>	<b>Pasta With Meat Sauce</b>	<b>Chicken Patty on WGR Bun</b>	<b>Turkey &amp; Gravy Wild Rice</b>
<b>Baked Beans</b>	<b>Potato Smiles</b>	<b>Baked WGR Bread Stick</b>	<b>Sweet Potato Fries</b>	<b>Vegetable Blend</b>
<b>Tomato Slices</b>	<b>Broccoli</b>	<b>Popeye Salad</b>	<b>Cole Slaw</b>	
<b>Romaine Lettuce</b>				
<b>Fresh Pear</b>	<b>Pineapple</b>	<b>Cooked Carrots</b>	<b>Mandarin Oranges</b>	<b>Fresh Strawberries</b>
<b>Milk Choice</b>	<b>Milk Choice</b>	<b>Fresh Apple</b>	<b>Milk Choice</b>	<b>Milk Choice</b>
		<b>Milk Choice</b>		



## Chart: Menu Items Categorized According to Process 1, 2 or 3

 **Note: This chart must be completed to list all menu and a la carte items to meet USDA requirements**

Process 1 (No Cook)	Process 2 (Cook and Serve Same Day)	Process 3 (Complex Food Preparation)
Bread/Bakery Products	Canned/Fresh/Frozen Veg.	Pasta/rice
Milk/Dairy	Burger	Meat Sauce
Canned and Fresh Fruit	Chicken	
Fresh produce	Hot Ham	Turkey Gravy
	Pasta/rice	
	Meat Sauce	
	Turkey/Gravy	

# Food Safety Plan Element



## Standard Operating Procedure (SOP)



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# Develop/Adapt SOPs



SOPs are written instructions for a food service task that reduce food safety hazards. Usually written to include:

- Who?
- What?
- When?
- Where?
- How?
- Why?

# Break Down



**PURPOSE:** What

**SCOPE:** Who

**INSTRUCTIONS:** How, When, Where

**MONITORING:** Who, How, When

**CORRECTIVE ACTION:** Who, What, How

**VERIFICATION AND RECORD KEEPING:**

# SOP Activity



People are eating and drinking in the kitchen!  
Write a Standard Operating Procedure (SOP)  
For this!





## Standardized Operating Procedure



**PURPOSE:** (What) Employees/staff eating and drinking in the kitchen.

**SCOPE:** (Who) All staff.

**INSTRUCTIONS:** (How, When, Where)

Staff will eat and drink beverages in a designated area.

Staff food and beverage will be stored in designated area in walk in cooler.

Staff will wash hands after consuming food/beverages and before resuming duties.

Staff will not chew gum while in the kitchen.

Staff may taste food as part of the prep/cooking process. Use a tasting spoon and following Standardized Operating Procedures for tasting foods.]

**MONITORING:** Kitchen Manager will monitor for compliance.

**CORRECTIVE ACTION:** Staff observed eating/drinking in kitchen will be retrained on proper procedures. Repeat offences will follow protocol for unsatisfactory performance.

**VERIFICATION AND RECORD KEEPING:** Kitchen Manager will keep documentation on training of this SOP.

# Customize SOPs



- Check appropriate boxes
- Fill in blanks
- Cross out/write in pertinent information
- Delete SOPS that do not apply

**Please feel free to use these SOPs  
but for effectiveness  
it is critical to customize them to fit your facilities.**



## Standard Operating Procedures Index

*Note: The prototype Standard Operating Procedures (SOPs) listed below were adapted for use in school agencies. Modifications should be made for each serving site based on school's procedures. The General/Specific to Process 1 SOPs apply to menu items categorized in Process 2 and Process 3, where applicable. The SOPs for menu items in the Process 2 category apply to menu items in the Process 3 category, where applicable. Check those that apply to the serving site.*

Reference Number and Title	Page No
<b>General/Specific to Process 1, 2, 3</b>	
□ #1 – Hand-washing	Pages 14-15
□ #2 – Food Service Employee Health, Personal Cleanliness & Hygienic Practices	Pages 16-18
□ #3 – No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use	Page 19
□ #4 – Non-Food Service Staff & Other Visitors in Food Service	Page 20
□ #5 – Using and Calibrating Food Thermometers	Pages 21-22
□ #6 – Facility and Equipment Maintenance	Page 23
□ #7 – Approved Food Source	Page 24
□ #8 – Handling a Food Recall	Page 25
□ #9 – Receiving Deliveries	Pages 26-27
□ #10 – Storing Food	Pages 28-29
□ #11 – Storing and Using Chemicals	Page 30
□ #12 – Washing & Handling Fresh Fruits and Vegetables	Page 31
□ #13 – Thawing	Page 32
□ #14 – Controlling Time and Temperature During Preparation	Page 33
□ #15 – Preventing Cross-Contamination During Storage and Preparation	Page 34
□ #16 – Date Marking	Page 35
□ #17 – Holding Time/Temperature Control for Food Safety Food (TCS)	Pages 36-37
□ #18 – Transporting Food to Remote Sites (Satellite Kitchens)	Pages 38-39
□ #19 – Serving Food	Page 40
□ #20 – Preventing Cross-Contamination at Food Bars/Self-Service	Page 41
□ #21 – Cleaning and Sanitizing Food Contact Surfaces	Pages 42-44
□ #22 – Changing Cloths	Page 45
□ #23 – Cleanliness	Page 46
□ #24 – Cooking Time/Temperature Control for Safety Food (TCS)	Page 47
□ #25 – Reheating Fully Cooked Commercial Processed, Time/Temperature Control Foods (TCS)	Page 48
□ #26 – Cooling Time/Temperature for Safety Food (TCS)	Pages 49-50
□ #27 – Refrigerating Time/Temperature Control for Safety Food (TCS)	Page 51
□ #28 – Leftovers/Items Prepared Prior Day	Page 52
□ #29 – Cleanup of Vomit/Fecal Accidents	Page 53
<b>Specific to Other Programs</b>	
# – After School Snack	Pages 53-54
# – Preparation of Foods with a Potential to Cause Allergic Reaction	Pages 55-56
# – Breakfast in the Classroom	Pages 57-58
# – Emergency Situations or Early School Closure	Page 59
# – Fresh Fruit and Vegetable Program	Page 60-61
# – Time as a Public Health Control	Page 62
# – Field Trips	Page 63

**Remember to Check Off what pertains to each Site**

# Standard Operating Procedures (SOPs) for All Programs



- All SOPs for ALL programs operated in the school must be present in the food safety plan such as:
  - Time as a temperature control
  - Breakfast in the classroom
  - Fresh Fruit & Vegetable Program
  - Afterschool Snack
  - Field Trip Meals
  - Fecal Material/Vomit Clean up

# SOP Resources



Institute of Child Nutrition

<http://sop.nfsmi.org/>

Iowa State University

<http://www.extension.iastate.edu/foodsafety/SOP-restaurant#food>



## Monitoring & Corrective Action

# Pop Quiz



The only way to be sure a raw chicken product is cooked long enough to kill harmful bacteria is to:

- ☐ Check the appearance
- ☐ Use a food thermometer
- ☐ Use a timer

# Thermometers for Monitoring Food Temperatures



- Appropriate product thermometers
- Recalibration SOP with specifics if using this type:
  - Methods (ice or hot water)
  - Calibration logs to document
- SOP if thermometers in use cannot be recalibrated/when to toss



# Monitoring Decisions



- What will be monitored?
- How will it be monitored?
- Who will be responsible for monitoring?
  - Are they trained?
  - Do they have authority to take corrective action?

# Monitoring Documentation?



- Receiving – logs or invoices
- Damaged/discarded product
- Refrigerator/Freezer Temperature logs
- Cooking Temperature logs
- Holding logs
- Calibration logs

# Monitoring Templates



<http://www.azed.gov/health-nutrition/nslp/operate-nlsp/>

**Temperature Log for Freezer//Refrigeration Unit**  
Month \_\_\_\_\_ 20\_\_\_\_ Unit Number \_\_\_\_\_

**Instructions:** Complete this daily log each month of operation to document cold/frozen storage temperatures are monitored in accordance with Food Code.

Date	Time	Temp. in °F.	Initials of person recording temp.	Corrective action taken when internal temperature does not register. (33° F. to 41° F. for cooler, below 0° F. for freezer)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

9/9/2016

# Cooling Documentation



- Cooling study log for all items (see template with monitoring forms)
  - Cooling rates vary from item to another so separate study is needed (ground meat versus pasta)
  - Use study to test/adapt procedures presently followed
- Develop specific SOP for menu items with all steps based on successful results
  - Product is cooled from 135°F to 70°F within 2 hours
  - Product is cooled from 135°F to 41°F or less in 6 hours

# Cooling Study Template



Cooling Study Temperature Log (Prototype)			
Menu Item: _____		Date: _____	
<p><b>Instructions:</b> Record temperatures every 15 minutes of the cooling cycle as efforts are made to reduce temperature of item from 135° F. to at 70° F. within two hours. Frequent logging of temperatures will allow for modifications so that additional measures can be taken to reduce temperature. Record any modifications taken to reduced temperature, if applicable. Record temperature at least every 30 minutes when attempting to lower product from 70°F. to 41° F. within four hours. Develop a Standard Operating Procedure (SOP) for the proper cooling procedures that include the necessary steps. <u>Keep this log</u> with the SOPs for each of the site(s) using the procedures for cooling this particular menu item. Conduct a new cooling study for changes in ingredients.</p>			
<b>Cooling product from 135° F. to 70°F. within 2 hours</b>			
Time	Temperature	Modifications taken	Initials

Cooling menu from 70° F. to 41° F. within 4 hours			
Time	Temperature	Modifications taken	Initials

# Corrective Action



## Daily Refrigerator / Freezer Temperature Log

*(Prototype for multiple units on one form)*

**Instructions:** This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee/volunteer will record the time, temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. Maintain this log for one year after the second annual food safety inspection. If corrective action is required on any day, circle the date in the first column and explain the action taken on the bottom or the backside of the log.

**Month:**

**Year: 20\_\_**

Date	Reach-in Refrigerator	Snack Freezer	Milk Cooler	Walk-in Freezer	Walk-in Refrigerator	Employee's Initials
1						
2						
3						
4						
5						

27						
28						
29						
30						
31						

Refrigerators Temp.: 35°F and 41°F.  
Corrective Action Taken:

Freezers Temp.: -10°F and 0

9/9/2016

# Food Safety Plan Elements



## Employee Involvement

9/9/2016

# Employee Reporting Agreement



- Keep signed agreements with food safety plan
- Provide copy to employee or volunteer to take home

## School Food Service Employee Reporting Agreement

Preventing Transmission of Diseases through Food

By

Infected Food Service Employees

This document should be used as an agreement between the employees and management to help ensure that employees who hand food notify the person in charge of school food service when they experience any of the symptoms listed below. The person in charge will take appropriate steps to prevent the transmission of foodborne illness. The use of this document will demonstrate to the environmental health specialist who conducts food safety inspections that there is an Employee Health Program in place.

I AGREE TO IMMEDIATELY REPORT TO THE PERSON IN CHARGE:

### SYMPTOMS AND PUSTULAR LESIONS:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)

### MEDICAL DIAGNOSIS:

Whenever diagnosed as being ill with Salmonellosis (*Salmonella* spp.), Shigellosis (*Shigella* spp.), Shiga toxin-producing *E. coli*, Hepatitis A (hepatitis A virus) or any other pathogen that can be transmitted through food such as: *Entamoeba histolytica*; *Campylobacter* spp; Norovirus; *Cryptosporidium* spp.; *Giardia* spp.; *Yersinia enterocolitica*; *Staphylococcus aureus*; or *Listeria monocytogenes*.

I have read (or had explained to me) and understand the requirements concerning my responsibilities to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by my employer or the regulatory authority that issues license/conducts inspections that may jeopardize my employment and may involve legal action against me.

Food Service Employee Name (please print) \_\_\_\_\_

Signature of Food Service Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_



# Employee Training



- Basic food safety competencies
- Specific competencies for Food Safety Plan:
  - Thermometer usage and calibration
  - Receiving procedures
  - Storage temperatures
  - Hot & cold holding temperatures
  - Cleaning/sanitizing
  - Cooking and documenting temperatures
  - Cooling procedures
  - Reheating procedures and temperatures
  - Maintaining necessary logs

# Professional Standards



## Food Safety and HACCP Training – 2600

- 2610 - Practice a HACCP-based program.
- 2620 - Practice general food safety procedures.
- 2630 - Practice Federal, State and local food safety regulations and guidance.
- 2640 - Promote a culture of food safety behaviors in the school community.

# Annual Plan Review



- Complete periodically, at least annually
- Maintain completed plan review form with the food safety plan at each preparation or serving location
- Include effective date for modified items and forms



- Ongoing verification of plan to determine if it is operational

**Is the plan being followed?**

- Periodic validating plan to determine if the plan controls the hazards.

**Does the plan control the hazards?**



- Ongoing verification
  - Conduct frequently (daily, weekly, monthly) by designated employee for multi prep/serving site operations and /or part of 2<sup>nd</sup> inspection

# Ongoing Verification Activities



- Includes:
  - Observing employees
  - Checking monitoring records
  - Checking corrective action records
  - Reviewing calibration records
  - Checking accuracy of thermometers
  - Reviewing past inspection reports
  - Reviewing training protocols & agendas

# Ongoing Verification Activity



- Completion of Checklist for Review of Food Safety plan (see prototype)
  - Adapt prototype to fit site
  - Person in charge acts as “inspector”
  - Complete at least annually as part of routine monitoring of sites and on “as needed basis”

# Ongoing Verification



- During observations: Determine if employees follow plan/Ask open ended questions to find out if employees understand what to do
- For record review: May need to randomly choose a few days if responsible for multi-school sites
- Focus on CCPs
- Look for patterns



# Ongoing Verification



- Determine where deviations have occurred
- Detect overall trends
- Take action
  - Change procedures
  - Revise plan
  - Revise monitoring forms
  - Provide training and specific instructions
  - Reassign responsibilities

# Food Safety Plan Element



## Recording Keeping

- Keep records from the food safety program for a period of six months following a month's temperature records to show compliance with § 210.13 (c).
- Keep records from the most recent food safety inspections to demonstrate compliance with § 210.13(b).

# Put on your Reviewers Hat



Plan 1

Plan 2

What do you think??

# Practices for Success



- On-going safety training
- Review of food safety principles including SOP guidelines on annual basis
- Documenting training
- Holding site supervisors responsible for maintaining standards

# Practices for Success



Work with school administration to develop strong school agency wide food safety and security policy to cover:

- School food service operation
- Food brought from home
- Vending
- Field trips
- Concessions
- Use of facility by outside groups
- Access to the school kitchen



# Practices for Success



- Require food safety certification for all management/supervisory personnel
- Provide food safety education for all employee & students
- Develop self inspection programs
- Stay informed about current food safety regulations



# Administrative Review



9/9/2016

# Administrative Review

## Food safety Area



- Review team must observe meal preparation, service and storage at selected review schools for compliance with all USDA regulations, including food safety
- Technical Assistance (TA) is provided and non-compliance findings must be documented in report



# Two Annual Inspections Obtained



- Review documentation that two inspections were conducted
- If two inspections were not conducted, SFA must supply documentation that two were requested

# Monitoring Logs or Records



- All cold storage units
- Heated TCS food
- Dishmachine
  - wash & rinse temperature
  - sanitizer concentration (low temperature rinse)
  - Test strips
- Thermometer calibration
- Sanitizing solution testing
- Any others per plan

May 2014

Date	Refrigerator		
	Time	Temp. In °F.	Initials of person taking temperature
1	9	40	
2	9	40	
3			
4			
5	9	40	
6	9	40	
7	9	40	
8	9	40	
9	9	40	
10			
11			
12	9	40	
13	9	40	
14	9	40	
15	9	40	
16	9	40	
17			
18			
19	9	40	
20	9	40	
21	9	40	
22	9	40	
23	9	40	
24			
25			
26			
27	9	40	
28	9	40	
29	9	40	
30	9	40	
31	9	40	





May 2014

Date	Refrigerator		
	Time	Temp. In °F.	Initials of person taking temperature
1	9	40	J
2	9	40	
3			
4			
5	9	40	J
6	9	40	
7	9	40	
8	9	40	
9	9	40	
10			
11			
12	9	40	J
13	9	40	
14	9	40	
15	9	40	
16	9	40	J
17			
18			
19	9	40	J
20	9	40	
21	9	40	
22	9	40	
23	9	40	
24			
25			
26	/	/	/
27	9	40	J
28	9	40	
29	9	40	
30	9	40	
31	9	40	

9/9/2016



# Temperature/Cleaning Log for Milk Cooler/Refrigeration Unit

Month Dec 20 14 Unit Number 1

**Instructions:** Complete this daily log each month of operation to document milk storage temperatures are monitored in accordance with the Wisconsin State Food Code. Initial to note date unit was cleaned.

Date	Time	Temp. in °F.	Initials of person recording temp.	Initials of person who cleaned unit	Corrective action taken when internal temperature does not register between 33° F. to 41° F.
1	7am	36	BBK		
<del>2</del>					
<del>3</del>					
4	1:30pm	43	BBK		
5	7am	34	BBK		
6	7am	34	BBK		
7	11:00	34	BBK		
8					
<del>9</del>					
<del>10</del>					
11	7am	38	BBK		
12	7am	41	BBK		
13	7am	42	BBK		
14	7am	44	BBK		
15	7am	45	BBK		
<del>16</del>					
<del>17</del>					
18	Closed - snow Day				
19	7am	42	BBK		
20	7am	44	BBK		
21	7am	44	BBK		
22					
23	WINTER				
24	BREAK				
25					
26					
27					
28					
29					
30					
31					

Store Milk between 35° F and 41° F. Ideal temperature is 33°F.

9/9/2016

# Storage



- Examine on-site food storage for dates and condition of food
- Review off-site storage for Commercial and USDA Foods if applicable

# Food Safety Principals



Assess if school staff at site follow:

- Proper personal hygiene
- Food storage practices
- Minimize cross-contamination
- Monitor food and cold storage unit temperatures
- Maintain clean and organized kitchen and keep equipment clean
- Pest controls (no obvious signs of infestation)

# Technical Assistance (TA)



- Based on observations, a review of: proper food storage (product observed on floor), product labeling and dating, and proper glove use would be beneficial.
- Several food safety concerns were noticed in the kitchen, these include: no hair restraints, unlabeled product in the cooler, and cloths not stored in sanitizing solution. Please work with your local sanitarian on regulations and input on these concerns.



# Top Review Corrective Action (CA) Findings



1. Incomplete description in food safety plan
2. Not all menu items categorized as process 1, 2, or 3 on chart
3. No Employee Health Reporting Agreements
4. (SOP's) from template not specific to site or deleted from plan if not applicable
5. No annual plan review & update, if needed
6. Most recent food safety inspection not posted in a publically visible location

# Where to direct questions?



- Julie Shelton, CDM, CFPP, RS, SNS
- Environmental Health Specialist

# Helpful Resources



- ADE – School Nutrition

<http://www.azed.gov/health-nutrition/nslp/>

- USDA Food Safety Resources

<http://www.fns.usda.gov/food-safety/food-safety-resources>

- Institute of Child Nutrition

<http://www.nfsmi.org>

# Thank you



We appreciate what you do  
to help keep  
the children in Arizona  
safe!



## How to receive your Certificate of Completion



1. Log into the Calendar of Events by clicking the three orange lines at the top right of the screen. (<https://ems.azed.gov/Home/Calendar>)
2. Click on the tab labeled Completed.
3. Click on Complete Survey under the event you completed.
4. The option to Print Certificate will appear after you complete the survey.
5. Print Certificate.

You will also receive an email to the email address used when registering for the event. This email will contain a link to the survey. You can click that link and log in to ADEConnect to access and complete the survey.

Questions? Contact \_\_\_\_\_



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